



PURCHASING AGENT

An opportunity is available to work as a Purchasing Agent within the General Services Office at the U.S. Embassy, Canberra.

Salary: A\$57,421 p.a. + superannuation benefits
Hours: 40hrs/week, Monday to Friday.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 10) is required.
2. One and a half years experience in purchasing or related clerical field is required, of which at least one year should be in the purchasing, procurement or supply fields.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Good working knowledge of procurement regulations and procedures is required.
5. Good knowledge of local market practices and suppliers as well as local pricing practices is required.
6. A current, unrestricted driver's license that enables the individual to legally drive in Australia is required.

For further information and the selection criteria please refer to the duties and responsibilities below.

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **JUNE 17, 2011**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: PURCHASING AGENT	POSITION GRADE LE- 6 (STARTING SALARY A\$57,421)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The Purchasing Agent undertakes the purchase of goods/services for agencies at post that subscribe to procurement services under ICASS.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

A. Purchase Card Based Procurement & Recordkeeping	80%
B. Data Collection/Entry and Filing	5%
C. Miscellaneous Support Duties	10%
D. Back-Up Duties	5%

A. PROCUREMENT & RECORDKEEPING (80%)

Purchase card based procurement actions are generally considered to be procurements made directly from vendors in the Canberra area or using the internet. Whilst typically these procurements will be made using a purchase card, they may involve the use of petty cash, a purchase order or a BPA.

Upon being assigned an approved procurement request from the Procurement and Contracting Supervisor, the Purchasing Agent determines the type of action necessary and the sources from which the commodity or services is available.

The Purchasing Agent reviews the specifications provided by the requestor and determines whether additional clarification of funding source is required from the requesting office.

Throughout the procurement process the Purchasing Agent:
Takes special care to ensure that charges are accurately recorded and processed against the correct fiscal data;

Identifies the destination of the requested item and applies the restrictions applicable to the procurement of items destined for controlled access areas (this involves working closely with the Procurement and Contracting Supervisor and the General Services Officer (GSO) to assure that such procurements comply with all relevant security restrictions).

The incumbent may:

Need to contact the ESO or RSO to help resolve ambiguities;

Consider the full range of possible sources as well as the various procurement techniques that are appropriate;

Reach a conclusion as to the means that represents the best overall value to the Government;

Request bids or quotations by whatever means are appropriate to the procurement technique selected;

May visit vendor's establishments to determine capabilities and to negotiate price and other factors; reviews responses and identifies the vendor whose offer/proposal best fulfills the needs of the requesting office at the best possible price;

Enters all necessary information into the Ariba (ILMS) software application;

Complies with all the requirements stated in Federal Acquisition Regulations (including, but not limited to, descriptions of goods, quantities, price, delivery terms, funding source, request reference, invoicing instructions and contract clauses); and,

Obtains GSO and Financial Management Centre (FMC) authorization as appropriate.

In undertaking procurements using a purchase card or petty cash, the Purchasing Agent:

Complies with all Post policies and regulatory restrictions relating to such; and,

Is responsible for inputting all transaction details into the Ariba (ILMS) software application and for the preparation of complete documentation relating to card use for monthly review by the Contracting Officer.

Throughout the procurement process, the incumbent must remain cognizant of the ICASS Service Standards for the provision of procurement services and will alert the requesting office whenever it appears that the circumstances may preclude procurement within the established time frames.

The Purchasing Agent coordinates with the vendor for the delivery or pick up of goods and, when appropriate, coordinates the delivery of items to the Receiving Officer so that receiving reports can be prepared and NEPA numbers assigned.

May Prepare Purchase Orders and Delivery/Task orders up to 3,000.00USD.

Finally, the incumbent tracks and rectifies delayed and lost item deliveries.

B. DATA COLLECTION/ENTRY AND FILING (5%)

Ensures both hard and soft copy records of procurement actions are accurate and kept up to date.

C. MISCELLANEOUS SUPPORT DUTIES (10%)

The incumbent performs other support duties as directed by the Procurement and Contracting Supervisor and the GSO. This may entail providing support of the operation of the Procurement & Contracting Unit (e.g.-assist other staff in preparing purchase orders during periods of high demand, assist at a walk-through related to a contractor tender, etc.). May also be required to assist other sections of GSO with priority tasks (e.g. escorting contractors, delivering supplies to tradesmen, setting up meeting spaces, visit support, etc.).

D. BACK-UP DUTIES (5%)

The incumbent serves as back-up to the GSO Clerk and must develop a thorough understanding of the GSO Clerk's BPA duties.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 10) is required.
2. One and a half years experience in purchasing or related clerical field is required, of which at least one year should be in the purchasing, procurement or supply fields.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Good working knowledge of procurement regulations and procedures is required.
5. Good knowledge of local market practices and suppliers as well as local pricing practices is required.
6. A current, unrestricted driver's license that enables the individual to legally drive in Australia is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B JUNE 17, 2011

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References